

ULSTER ORGANIZATIONAL TOWN BOARD MEETING

January 6, 2014 AT 7:00 PM

CALLED TO ORDER BY SUPERVISOR QUIGLEY, CHAIRMAN at 7:00 PM

SALUTE TO THE FLAG

ROLL CALL BY CLERK

TOWN COUNCILMAN JOEL B. BRINK

TOWN COUNCILMAN ERIC KITCHEN

TOWN COUNCILMAN JOHN MORROW - Absent

TOWN COUNCILMAN ROCCO SECRETO

SUPERVISOR JAMES QUIGLEY 3rd

Supervisor Quigley noted that all the newly elected officials were sworn in prior to the meeting.

Councilman Morrow entered the meeting at 7:02 PM

WHEREAS, the Town Board of the Town of Ulster convened an organizational meeting for the year 2014 on January 2, 2014; and

WHEREAS, the Town is required by Town Law to make certain designations and appointments, establish salaries, paydays, schedule meetings and determine certain other matters;

NOW, THEREFORE BE IT RESOLVED:

The Town Board makes the following designations:

1. Depositories for Town Funds:

Key Bank, JP Morgan Chase

2. Official Newspapers:

The Daily and Sunday Freeman

3. Pay Days:

Elected and appointed Employees - monthly

Part-time employees - bi-weekly

Full-time employees – bi-weekly

4. Salaries of Elected Officials:

Supervisor	\$48,000.00
Deputy Supervisor	\$ 1,500.00
Town Clerk	\$48,000.00
Town Justice (2 each)	\$40,000.00
Council Member (4 each)	\$10,000.00

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Superintendent of Highways \$60,000.00

5. Appointments:

Secretary to the Supervisor – Peggy King
Deputy Supervisor – Eric Kitchen
Attorney to the Town of Ulster and Special Prosecutor: Jason J. Kovacs, Esq.
Assistant Special Prosecutors- Catherine Neuhauser, Esq. and Matthew M. Jankowski, Esq.
Special Attorney to the Town – Rebecca Milouras-Lettre, Esq.
Bond Counsel – Thomas E. Myers Esq. of Orrick, Herrington & Sutcliff LLP PILOT
Counsel – John N. Vagianelis Esq. of Mazzotia, Siegel & Vagianelis, PC Financial
Advisor – Michael J. Loguerico of Munistat Services, Inc.
Director of Emergency Management – Andy Buboltz
Director of Recreation – Jeffrey Hayner
Confidential Bookkeeper - Ann Mitchell
Registrar of Vital Statistics - Jason Cosenza
FOIL Officer – Jason Cosenza
Deputy Registrar of Vital Statistics – TBD
Deputy Town Clerk - Shirley Felton
Clerk to Justice Weiss – Suzanne Platt Clerk
to Justice Kesick - Ann Raskoskie Building
Inspector – Kathryn Moniz Animal Control
Officer – Aimori Brown
GIS Coordinator - James Maloney
Ulster County Planning Board Member – Frank Almquist
Ulster County Transportation Council – Joel B. Brink (voting member)
Empire Zone Council Member – Joel B. Brink
Public Access Cable Commission – TBD
Assistant Superintendent of Water – William Williams
Assistant Superintendent of Wastewater Treatment – Vincent Maggiore
Assistant Superintendent of Highways – Charles Freer

6. Town Board:

Workshop Meetings: First Thursday of each month at 7:00 p.m.

Regular Monthly Meetings: Third Thursday of each month at 7:00 p.m.

Except for April 2014 where the meetings will be the 2nd and 4th Thursday of the month
Any meetings scheduled on a holiday will be rescheduled by the Town Supervisor

7. Town Board Agenda:

The Monday prior to the meeting at 4 pm is the deadline for submitting agenda items.

8. Mileage:

Mileage will be reimbursed at the Federal Mileage rate of \$.56 per mile for use of personal vehicle for town business.

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9. Legal Holidays:

New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day

10. Work Days:

Monday through Friday or per negotiated contracts

11. Vacation:

As per negotiated contracts

All non-union employees per town code

12. Insurance Buyout:

Appointed Officials and non- union employees \$1,000.00 per year

All others per negotiated contracts

13. Petty Cash:

Supervisor	\$ 100.00
Town Clerk	200.00
Highway Department	100.00
Police Department	100.00
Water Department	75.00
Court	75.00
Sewer Department	50.00
Whittier Sewer	25.00
Assessor	50.00
Building Department	50.00
Senior Center	50.00
Ryder Park	50.00

14. Highway Budget:

\$2,962,901.00

15. Appointment of Town Planner:

Alan Sorensen, Planit Main Street

16. Planning Board Meeting:

Third Tuesday of each month at 7:00 pm

17. Zoning Board of Appeals Meeting:

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First Wednesday of each month at 7:00 pm

18. Police Matters Meeting:

First Thursday of each month at 4:00 pm

19. All Authority for the daily operations of the Town and its districts:

Is hereby delegated to Town Supervisor James (Jim) E. Quigley 3rd

The following appointment will be voted on individually:

Planning Board Members:

<u>Name</u>	<u>Term Ends</u>
Gary Mulligan	2014
Anna Hayner	2015
Alan F. DeForest	2016
Lawrence Decker	2017
Karl Allison	2018*

Alternates:

Frank Almquist	2014
Tim O'Brien	2014

Appointment of Chair of the Planning Board:

Alan F. DeForest

Zoning Board of Appeals Members:

<u>Name</u>	<u>Term Ends</u>
Elizabeth Kyriacou	2014
Arnold Jacobson	2015
John Crispell	2016
George Carlson	2017
Fredrick Wadnola	2018*

*Current appointment

Appointment of Chair of the Zoning Board of Appeals:

George Carlson

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Assessment Board of Review: Name

Term Ends

Larry Decker	2014
John Crispell	2015
Anna Hayner	2016

Town Historian:

Robert Sweeney

Police Matters Members:

Town Board

Recreation Committee Members:

Chief Anthony Cruise
Erma Francello
Sean Feeney
John Niles
Andrew Stravopoulos

Economic Development Committee:

Michael Berardi
Clayton VanKleeck
John Iannotti
James F. Maloney
Patrick Sheehan

Board of Ethics:

Joel B. Brink – Chairman
Bryan Ilgner
John Iannotti

Town Hall Evaluation Committee:

Robert Crane
Michael Berardi
Brian Cahill
Eugene Rios
Jared Mance
Thaddeus Musialkiewicz
Donald Brott

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Town Board liaison – Joel B. Brink (voting member)

Town Board liaison – John Morrow, Chairman of the Building Committee (non-voting member)

Association of Town's Annual Meeting:

Delegate – Eric Kitchen

Alternate Delegate – James F. Maloney

Committee Assignments:

Building and Grounds – Eric Kitchen (M), John Morrow (C)

Recreation – Joel B. Brink (M), Eric Kitchen (C)

Highway – John Morrow (M), Rocco Secreto (C)

Finance – Rocco Secreto (M), Joel B. Brink (C)

Water and Waste Water Treatment – Rocco Secreto (M), Eric Kitchen (C)

Personnel – John Morrow (M), Joel B. Brink (C)

Planning, Assessor and Building Dept. – Eric Kitchen (M), Joel B. Brink (C)

Constituent Services – Rocco Secreto (M) John Morrow (C)

THE SUPERVISOR IS AN EX OFFICIO MEMBER OF ALL COMMITTEES

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Brink - Aye

Town Councilman Kitchen - Aye

Town Councilman Morrow - Aye

Town Councilman Secreto - Aye

Supervisor Quigley - Aye

CARRIED

Resolution Authorizing the Town Supervisor to Submit to the Town Clerk a Copy of the Report to the State Comptroller Required by General Municipal Law Employees § 30

WHEREAS, Town Law § 29(10-a) states as follows:

In lieu of preparing the report required by subdivision ten of this section, the town board may determine, by resolution, that the supervisor shall submit to the town clerk, within the time period prescribed in section thirty of the general municipal law, a copy of the report to the state comptroller required by section thirty of the general municipal law, providing, however, that if the time for the filing of the annual report has been extended by the state comptroller as provided in the said statute, then the time for submitting a copy of the report to the town clerk similarly shall be extended. The town clerk shall cause either a summary of such report to be published within ten days after receipt thereof in a form approved by the state comptroller or a notice that a copy of such report is on file in the town clerk's office and is available for public inspection and

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copying, in the official newspaper and in such other newspapers as the town board may direct; and

WHEREAS, General Municipal Law § 30 states in part as follows:

Each town or village having a population, as shown by the latest preceding decennial federal census, between five thousand to nineteen thousand nine hundred ninety-nine, shall file their respective reports with the comptroller within ninety (90) days after the close of the fiscal year of such town or village; and

WHEREAS, the Town of Ulster's fiscal year closes on December 31; and

WHEREAS, the Town Board of the Town of Ulster has determined that it is in the best interest of the Town of Ulster to authorize the Town Supervisor adequate time to prepare a copy of the report to the state comptroller required by section thirty of the general municipal law;

NOW, THEREFORE Be It Resolved by the Town Board of the Town of Ulster that:

1. A copy of the supervisor's annual financial report for 2013 to the State Comptroller be filed with the town clerk within the first 90 days of 2014, unless the Comptroller extends the filing date by 30 days, in which case the same extension shall apply to the filing with the town clerk.

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Resolution Adopting Rules of Conduct for Town Board Meetings and Public Hearings

Whereas, the New York State Open Meeting Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances, and

Whereas, New York State Town Law authorizes a town board to enact rules and regulations regarding the conduct of public meetings and public hearings conducted by the town board, and the New York State Committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally, and

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Whereas, the Committee on Open Government has stated that any such rules could serve as a basis for preventing verbal interruptions, shouting or other outbursts, as well as slanderous or obscene language or signs, and that a town board could regulate actions of the public attending meetings so as not to interfere with meetings or prevent others in attendance from observing or hearing the deliberative process, and

Whereas, a town board has a responsibility to insure that everyone has the right to participate in a public hearing and therefore can reasonably limit the length and general nature of public comments to the subject of the public hearing so that a town board can consider various points of view, and

Whereas, a town board can limit other comments from the public at town board meetings to a specific time set in the agenda for public participation and comment.

Now, therefore, be it resolved by the Town Board of the Town of Ulster hereby adopts the following rules for public participation at meetings of the Town Board:

1. Except for public hearings duly designated as such by action of the Town Board, public participation at meetings of the Town Board shall be limited to the public participation segment of the agenda of Town Board meetings.
2. Public comment, whether during the public participation segment of the Town Board meeting or during a duly designated public hearing, shall be limited to three minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any individual wishing to speak during the public participation segment or during a public hearing shall raise his or her hand. When recognized by the Supervisor or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation and must state the subject he or she will be addressing.
4. Comments must relate to the purpose of the public hearing or to legitimate town business.
5. The Supervisor or the presiding officer shall act as timekeeper or shall designate another elected official as timekeeper.
6. Members of the Town Board, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by the Supervisor, members of the Town Board, town officials or employees, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the general public.

MOTION: Councilman Secreto

SECOND: Councilman Kitchen

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Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Resolution Authorizing Supervisor to Sign Checks Using Facsimile Signature

WHEREAS, Town Law Section 29(3) authorizes a Town Supervisor to sign checks by a facsimile signature provided that authorization is given by the Town Board; and

WHEREAS, the Supervisor signs a large number of checks on behalf of the Town of Ulster on a regular basis and he has requested the authority to affix a facsimile signature to checks rather than sign his autograph to each check; and

WHEREAS, the Supervisor must maintain the checksigner in his possession and control; and

WHEREAS, the checksigner may only be affixed to checks by the Supervisor or under his direct supervision

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Ulster hereby authorizes the Town Supervisor to use his facsimile signature to sign checks pursuant to Town Law Section 29(3); and

BE IT FURTHER RESOLVED, that the facsimile signature may only be affixed by the Town Supervisor or under his direct supervision.

MOTION: Councilman Secreto

SECOND: Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to modify the resolution for Facsimile Signature to be used for Payroll Account checks only

MOTION: Councilman Kitchen

SECOND: Councilman Brink

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Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Resolution setting Policy Regarding Adoption of Local Laws

Be it resolved by the Town Board of the Town of Ulster as follows:

A proposed local law may be introduced only by a member of the Town Board at a meeting of such Board. (MEETING #1)

At the next regularly scheduled meeting of the Town Board, (MEETING #2) the Town Board shall schedule a public hearing on the local law. Notice of the public hearing must be given at least five (5) days prior to hearing.

At the hearing, interested parties may be allowed to speak either for or against the local law. (MEETING #3)

It is the policy of the Town Board that the Board shall delay the vote on the proposed local law until the next meeting. (MEETING #4) A majority of the full Board is necessary to approve the local law, and the names and votes must be entered in the minutes.

If a mandatory or permissive referendum is required, the procedures of the Municipal Home Rule Law must be followed.

The adoption of the local law must be certified by the Town Clerk after passage, and as to accuracy and procedure by the Town Attorney. The certified copy shall contain only the text of the local law and shall be on the forms prescribed by the Department of State.

Local laws shall be numbered consecutively, beginning with No. 1 in each calendar year. Laws subject to referendum should not be numbered until filed.

A local law becomes effective twenty (20) days after adoption and filing, unless otherwise provided in the local law, and no local law shall take effect before it is filed.

All local laws filed in the Clerk's office shall be recorded in a separate book or books, which are to be indexed.

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Brink	- Aye
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Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Resolution Regarding Overtime Pay to Town Employees

Be it resolved by the Town Board of the Town of Ulster as follows:

1. The Town Board of the Town of Ulster does hereby approve overtime payments to Town employees only with the prior written approval of the department head or Town Supervisor and/or his designees except in the case of an emergency situation involving the health, safety, and welfare of the general public for the year 2014.
2. This resolution shall become effective January 1, 2014.

MOTION: Councilman Brink

SECOND: Councilman Secreto

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Resolution for the Standard Work Day and Reporting System for New York State and Local Employees Retirement System

WHEREAS, it is required by the New York State Employees' Retirement System that all active employees participating in the retirement system have a locally established standard work day for the purposes of reporting retirement credit; and

WHEREAS, the Town of Ulster has active full-time and part-time employees who participate in the New York State Employees' Retirement System; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby adopts the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System.

Standard Work Day

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Title	Name	(Hrs/Day)	Term
Supervisor	James E. Quigley 3 rd	7	1/1/14 to 12/31/15
Councilman	Rocco Secreto	7	1/1/14 to 12/31/17
Justice	Susan Kesick	7	1/1/14 to 12/31/17

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to Adopt Fee Schedule for 2014 (see exhibit "A")

MOTION: Councilman Brink

SECOND: Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to Adopt Procurement Policy for 2014

MOTION: Councilman Morrow

SECOND: Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to Adopt Investment Policy for 2014

MOTION: Councilman Brink

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SECOND: Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

**CALLED TO ORDER OF THE REGULAR TOWN BOARD MEETING BY
SUPERVISOR QUIGLEY, CHAIRMAN at 7:10 PM**

ROLL CALL BY CLERK

TOWN COUNCILMAN JOEL B. BRINK
TOWN COUNCILMAN ERIC KITCHEN
TOWN COUNCILMAN JOHN MORROW
TOWN COUNCILMAN ROCCO SECRETO
SUPERVISOR JAMES QUIGLEY 3rd

7:30pm - Local Law No. __ of 2014; A Local Law Providing for the Adoption of a New Section 61-4(K) of Chapter 61 of the Town Code (Building Permit Fees)

Supervisor Quigley reported that the original public hearing was set for January 2, 2014 but, due to the weather, the meeting night had changed. The town needs to re-advertise the hearing to meet the public hearing notice requirements. He asked for a motion to reschedule the hearing for January 16, 2014 at 7:20 PM

MOTION: Councilman Kitchen
SECOND: Councilman Morrow

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to upgrade Laser fiche System per proposal dated December 24, 2013 from General Code, Rochester, N.Y.

MOTION: Councilman Morrow
SECOND: Councilman Brink

Town Councilman Brink	- Aye
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Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to accept the resignation of Police Officer Joseph J. Manner in good standing

MOTION: Councilman Brink

SECOND: Councilman Morrow

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to Authorize the Building Inspector to attend the Tri-County NYSBOC seminar on January 22, 2014 in Newburgh, NY

MOTION: Councilman Brink

SECOND: Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion to Authorize Deputy Supervisor Eric Kitchen, Town Justice Kesick and Assessor James F. Maloney to attend the New York State Association of Town's Annual Meeting in New York City, February 16 to 19, 2014.

MOTION: Councilman Morrow

SECOND: Councilman Brink

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

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CARRIED

Motion authorizing Supervisor to sign the Engagement letters with Toski & Co., P.C. for the 2013 Financial Statement Audit in the amount of \$29,900, Federal A-133 Single Audit in the amount of \$4,500 and Town Justice Court Audit in the amount of \$2,400.

MOTION: Councilman Brink

SECOND: Councilman Morrow

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Motion authorizing the Supervisor to sign the Certificate of Completion for the Interior Cleaning & Coating Repair of the North Water Storage Tank in the Ulster Water District.

MOTION: Councilman Kitchen

SECOND: Councilman Brink

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Discussion on Ban Renewal due March 1, 2014 with amount of \$ 1,316,230.00, General Fund - \$517,031 and Highway Fund \$799,199

Supervisor Quigley suggested to the Town Board to pay off the BAN since there is a greater reserve of fund balance than the Town's Fiscal Policy requires.

Councilman Kitchen moved to accept the Town Supervisor suggestion of paying off the BAN note.

2nd by Councilman Morrow

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye

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Supervisor Quigley - Aye

CARRIED

Public Comment

Mr. Robert Crane thanked the Town Board for forming the Town Hall Committee.

Councilman Morrow motioned to adjourn the meeting at 7:24 PM
2nd by Councilman Kitchen

Town Councilman Brink	- Aye
Town Councilman Kitchen	- Aye
Town Councilman Morrow	- Aye
Town Councilman Secreto	- Aye
Supervisor Quigley	- Aye

CARRIED

Respectfully Submitted by
Jason Cosenza, RMC FHCO
Ulster Town Clerk

Exhibit "A"
Town of Ulster 2014 Fee Schedule

A. Town Clerk

Copies of Town Code:

- (1) Complete Code Book: fifty dollars (\$50.)
- (2) Zoning regulations: zoning books- ten dollars (\$10.), zoning maps- six dollars (\$6.), subdivision books- five dollars (\$5.).

Town Clerk fees:

- (1) Accident report: twenty-five cents (\$0.25) per page.
- (2) Bingo, per occasion: eighteen dollars and seventy-five cents (\$18.75).
- (3) Boat fees:
 - (a) Seasonal permit: fifty dollars (\$50.) per trailer.
 - (b) Daily permit: eight dollars (\$8.) per trailer.
- (4) Copies, per sheet: twenty-five cents (\$0.25).
- (5) Dog licenses:
 - (a) Spayed/neutered: six dollars (\$6.) per dog
 - (b) Non-Spayed/Non-neutered: sixteen dollars (\$16.) per dog
 - (c) Enumeration fee: five dollars (\$5)
 - (d) Late fee for licenses obtained 60 days after due date: five dollars (\$5.)
- (6) Entertainment permits/ event permits, per scheduled occasion: one hundred dollars (\$100.).
- (7) Freedom of Information Act:
 - (a) Per page copy fee: twenty-five cents (\$0.25).
 - (b) For extensive searches of archive records: twenty-two dollars (\$22.) per hour.

- (8) Games of chance, per occasion: twenty-five dollars (\$25.).
- (9) Going out of business: five hundred dollars (\$500.).
- (10) Hawkers and peddlers:
 - (a) Per day: twenty-five dollars (\$25.)
 - (b) Three days: fifty dollars (\$50.)
 - (c) Per month: one hundred dollars (\$100.)
 - (d) Per year: three hundred dollars (\$300.)
- (11) Junkyard permit fee: one thousand dollars for startup (\$1,000.)
two hundred dollars (\$200.) per year renewal.
- (12) Marriage license: Forty dollars (\$40.).
- (13) Mobile home permits (on private land for originals and replacements): fifty dollars (\$50.).
- (14) Mobile home parks, per lot permitted: five dollars (\$5.).
- (15) Pavilion permit:

April 1st to September 30th
 - (a) For resident: small pavilion – Weekend: one hundred dollars (\$100.),
Weekday: fifty dollars (\$50.); large pavilion – Weekend: two hundred dollars (\$200.). Weekday: one hundred dollars (\$100.).
 - (b) Nonresident: small pavilion – Weekend: one hundred-fifty dollars (\$150.)
Weekday: seventy-five dollars (\$75.); large pavilion – Weekend: two
hundred seventy-five dollars (\$275.) Weekday: one hundred-fifty
dollars (\$150.)
October 1st to October 31st
 - (a) Small pavilion - Weekend: forty dollars (\$40.), Weekday: twenty dollars (\$20.); large pavilion - weekend: eighty dollars (\$80.); Weekday: forty dollars (\$40.)

- (16) Tax bills - The fee for mailing of the notice of unpaid taxes, shall be a charge against the parcel, shall be pursuant to section 987 of Real Property Tax Law \$2.00.

C. Building Department

Building Permits:

(1) Residential – 1 and 2 family

Fee

Value of Construction

\$0 to \$2,000

\$12.00; permit must be obtained

\$2,001 to \$25,000

\$18.00, plus \$6.00 for each additional \$1,000 or fraction over \$2,000 to and including \$25,000

\$25,000 to \$50,000

\$150.00 for first \$25,000, plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$50,000

Over \$50,000

\$270.00 for the first \$50,000 plus \$4.00 for each additional \$1,000 or fraction thereof

Along with the Building Permit fee, the Certificate of Occupancy fee will be paid.

(2) Commercial and Multi-family Uses

New Construction:

The Building permit fee will be calculated on the gross floor square foot area (based on exterior building dimensions including all walls and common-areas).

Gross Sq. Ft of Buildings/Structures

Fee Per Sq. Ft.

Up to 5,000

\$0.45 per sq. ft. or a min. of \$300

Over 5,000 up to 20,000

\$2,250.00 plus \$0.35 per sq. ft. over 5,000

Over 20,000 up to 50,000

\$7,500.00 plus \$0.25 per sq. ft. over 20,000

Over 50,000

\$15,000.00 plus \$0.15 per sq. ft. over 50,000

An escrow account will be established to cover consultant's costs as required.

See *Escrow Amounts*.

Alterations or modification under construction:

\$0.15 per sq. ft. of gross floor area. Minimum of \$100

An escrow account will be established to cover consultant's costs as required.

See *Escrow Amounts*.

(3) Improvement Plan Inspection Fee:

Commercial and Multi-family residential: Where special site conditions require full-time inspection, the additional cost will be paid by the applicant.

(4) Other inspections and fees related to building construction:

- (a) Requested inspections outside of normal business hours: fifty dollars (\$50.) per hour [minimum charge: two (2) hours in addition to the permit fee].
- (b) Additional plan review required by changes, additions or revisions to approved plans: forty dollars (\$40.) per hour.
- (c) In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of fifty percent (50%) of the fee paid. There is no refund on approved and issued permits.
- (d) Building permit extension of one year: twenty dollars (\$20.) or ten percent (10%) of the original building permit fee, whichever is larger.

(5) Certificate of occupancy: **If building permit is in effect:** fifty dollars (\$50.) for one or two family dwellings. For all others, the charge is fifty percent (50%) of building permit fee. **If a building permit is not in effect:** and the work is partially or completely done, then in addition to the certificate of occupancy fee and building permit fee, there will be an additional compliance fee of two hundred dollars (\$200.) for a one or two family dwelling and one thousand dollars (\$1000.) for all other uses.

(6) Temporary certificates of occupancy:

- (a) First temporary certificate of occupancy: two hundred dollars (\$200.) plus performance bond on remaining work required under site plan approval.
- (b) Second and subsequent temporary certificates of occupancy: two hundred dollars (\$200.).
- (c) No more than three (3) temporary certificates will be issued.

(7) Floodplain permits:

- (a) Flood development permit: one hundred fifty dollars (\$150.).

(8) Copy certificate of occupancy title search:

Residential Property \$ 75.00
Commercial Property \$100.00

(9) Demolition permit: one hundred fifty dollars (\$150.) per occasion.

(10) Blasting Fee: one hundred fifty dollars (\$150.) per parcel. Permit expires 30 days after issuance

(11) Other Permits (includes inspection for certificate of compliance):

- (a) Fences - \$25

- (b) Woodstoves - \$100

- (c) Tents – Residential: No charge

Commercial: \$10 per day with no more than 15 days within a calendar year

- (d) Fire/Burglar Installation Permit Fee for other than a 1 or 2 family residence is \$100 per install or remodel/alteration

- (e) Fuel tank removal:

Residential Property \$ 50.00
Commercial Property \$100.00

(12) Fire Inspections: As mandated by the Uniform Fire Prevention & Building Code
For each visit, fee based on gross square footage of floor area.

Size of Structure	Fee per Square Foot
Up to 2,000 sq. ft.	\$0.0150 per sq. ft.
Over 2,000 sq. ft. but not over 5,000 sq. ft.	\$30.00 plus \$0.0125 per sq. ft. for area over 2,000 sq. ft.
Over 5,000 sq. ft. but not over 10,000 sq. ft.	\$67.50 plus \$0.0100 per sq. ft. for area over 5,000 sq. ft.
Over 10,000 sq. ft. but not over 25,000 sq. ft.	\$117.50 plus \$0.0075 per sq. ft. for area over 10,000 sq. ft.

Over 25,000 sq. ft.	\$230.00 plus \$0.0060 per sq. ft. for area over 25,000
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(13) Sign Fees:

(a) Fixed freestanding signs:

- (1) Twenty dollars (\$20.) revised sign permit.
- (2) Twenty dollars (\$20.) each, plus five dollars (\$5.) per square foot of sign face.

(b) Temporary and/or portable signs:

- (1) Maximum size: five by ten (5 x 10) feet; permit must be obtained by property owner.
- (2) Seventy-five (\$75) a month.

(c) Certificate of compliance for non-occupied structures - \$15.00.

D. Planning Board Fees [Note: Refunds of site plan fees shall be limited to plans withdrawn prior to Planning Board review.]:

- (1) Site plans, residential (attached; multiple dwellings; duplex, etc.): fifty dollars (\$50.) per dwelling unit applied for, plus one hundred dollars (\$100.00) per one thousand (1,000) gross square feet of nonresidential structure.
- (2) Site plans, commercial/office/individual:
 - (a) Three hundred dollars (\$300), plus a fee based on the gross square footage of the floor area as follows:

Size of Structure In Square Feet	Fee per Square Foot
Up to 2,000	\$0.10
Over 2,000 up to 5,000	\$200 plus \$0.15 over 2,000
Over 5,000 up to 20,000	\$650 plus \$0.17 over 5,000
Over 20,000 up to 50,000	\$3,200 plus \$0.20 over 20,000
Over 50,000	\$9,200 plus \$0.10 over 50,000

- (b) Site plan for signs only: fifty dollars (\$50.), plus sign permit fee of twenty dollars (\$20.) each, plus five dollars (\$5.) per sq. ft. of sign face.
- (3) Site plan renewal/extension: twenty percent (20%) of application fee.

- (4) Special Use Permit: fifty dollars (\$50.) plus Site Plan fees.
- (5) SEQR review [additional fee]:
 - (a) SEQR, Type II and unlisted actions: included in site plan fee except when a positive SEQR declaration is reached, in which case the fees are the same as for a Type I action.
 - (b) Type I action: application fee of three hundred dollars (\$300.) plus actual expense of review (time and materials), subject to the fee limitation in 6 NYCRR Part 617.13.
 - 2% of total cost for residential;
 - ½ of 1% of total cost as provided in 6 NYCRR 617.13
- (6) Sign permit fee: Same as Site Plan.
- (7) Subdivisions:
 - (a) Sketch plan review: One hundred dollars (\$100.) for each submission to Planning Board.
 - (b) Lot line revision – no additional fee above sketch plan;
 - (c) Preliminary plat, major subdivision: Three hundred dollars (\$300.), plus two hundred dollars (\$200.) per each newly created lot.
 - (d) Preliminary plat, minor subdivision: Three hundred dollars (\$300.), plus one hundred (100.) per lot
 - (e) Recreation fee (in lieu of land) One Thousand Five Hundred dollars (\$1,000.) per dwelling unit.
- (8) Workshop: A fifty (\$50.) dollar cancellation fee will be charged to all persons making appointments to the weekly workshop sessions. This fee is to be received at the scheduling of workshop appointments and will be returned to the individual at the time of the appointment. If the appointment is not kept the fee will be retained by the Town.

E. Zoning Board of Appeals Fees

RESIDENTIAL

- (1) Area Variance: fifty dollars (\$50.)
- (2) Use Variance: one hundred dollars (\$100.)
- (3) Public Hearing: fifty dollars (\$50.)
- (4) Sign variances: one hundred dollars (\$100.) plus public hearing - \$50.
- (5) 280-variances: two hundred fifty dollars (\$250.)
- (6) Interpretation: fifty dollars (\$50.)
- (7) Appeals from decisions of administrative officer: two hundred fifty dollars (\$250.)

COMMERICAL

- (1) Area or Use Variance: two hundred fifty dollars (\$250.)

F. Escrow Amounts

- (1) Upon application to the Town Board, Building Department, Planning Board or Zoning Board of Appeals for any action or approval provided by law, the applicant shall deposit with the Town an amount determined by the approving agency to be sufficient to cover the reasonable and necessary costs of engineering, planning, legal and other consulting fees incurred by the Town in connection with the inspection and review of the application, including all costs necessary to comply with the State Environmental Quality Review Act. The approving agency may require the deposit of additional amounts from time to time thereafter if necessitated by further professional consulting fees in connection with the inspection and review of an application. If such additional amount is not deposited with the Town within 20 days after the applicant is notified in writing of the requirement for such additional deposit, the approving agency may suspend its inspection and review of the application. The amount of the deposits and costs set forth herein shall be audited by the Town Supervisor.
- (2) Any portion of the deposit that is not expended during the inspection and review of the application shall be returned to the applicant upon final approval by the Town.
- (3) Should the actual consulting fees exceed the deposit made to the Town for the application, the applicant shall reimburse the Town for the difference prior to the final approval of the application. No final approval shall be granted to the applicant unless all professional consulting fees charged in connection with the inspection and review of the application have been reimbursed to the Town.
- (4) The deposits made to the Town hereunder shall be placed in an account deemed appropriate by the Town Board.

G. Water Rates

Bright Acres Water District, water rates: first 9,000 gallons or any portion thereof for \$58.20; 9,001 - 20,000 gallons for \$4.88 per 1,000 gallons or any portion thereof; 20,001 – 50,000 gallons for \$5.36 per 1,000 gallons or any portion thereof; 50,001 gallons and above for \$6.48 per 1,000 gallons or any portion thereof.

Cherry Hill Water District, water rates: first 5,000 gallons or any portion thereof for \$20.00; 5,001 gallons and above for \$3.50 per 1,000 gallons or any portion thereof.

Glenerie Water District, water rates: first 5,000 gallons or any portion thereof for \$20.00; 5,001 gallons and above for \$2.95 per 1,000 gallons or any portion thereof.

Halcyon Park Water District, water rates: first 5,000 gallons or any portion thereof for \$15.00; 5,001 – 20,000 gallons for \$2.45 per 1,000 gallons or any portion thereof; 20,001 – 50,000 gallons for \$2.90 per 1,000 gallons or any portion thereof; 50,001 gallons and above for \$3.35 per 1,000 gallons or any portion thereof.

East Kingston Water District, water rates: first 5,000 gallons or any portion thereof for \$20.00; 5,001 gallons and above for \$3.25 per 1,000 gallons or any portion thereof.

Spring Lake Water District, water rates: Minimum charge up to 5,000 gal. \$25.00. Over 5,000 gal.: \$5.50 per thousand gallons or any portion thereof.

Ulster Water District: Five thousand (5,000) gallons or any portion thereof in each quarter: fifteen dollars (\$15.00). For over five thousand (5,000) gallons: two dollars and forty cents (\$2.40) per one thousand (1,000) gallons up to two hundred thousand (200,000) gallons. Over two hundred thousand (200,000) gallons, two dollars and eighty eight cents (\$2.88) per one thousand (1,000) gallons.

Inter – District Rates:

Sales from Ulster Water District - \$3.15 per 1000 gallons

Sales from Cherry Hill Water District - \$3.47 per 1000 gallons

H. Water tap permit:

H-1 Fees:

<u>Size of Tap</u> <u>(inches)</u>	<u>Fee</u>
$\frac{3}{4}$	\$
1	350.0
1 $\frac{1}{4}$	400.0
1 $\frac{1}{2}$	450.0
2	700.0
4	1,000.0
6	1,500.0

8	2,200.0
10	4,000.0
12	6,000.0

Tap Fee for Glenerie Water District contract area:

¾" Permit Fee: \$150.00 (One Hundred Fifty Dollars)

1" Permit Fee: \$250.00 (Two Hundred Fifty Dollars)

1 1/2" Permit Fee: \$350.00 (Three Hundred Fifty Dollars)

These rates apply to Glenerie Water District only. Variance due to meter cost being included in the contract.

- H-2** The tapping of water mains or distribution pipes, the furnishing of the corporation cocks, the curb cock and the box shall be provided by the district. The cost of the above-mentioned material shall be included in the permit fee for a three-fourths inch tap. All materials for a larger tap shall be provided by owner of the property.
- H-3** Water usage studies: If prior years' records have to be removed from storage to compile request, a fee of fifteen dollars (\$15.) per hour with a two-hour minimum will have to be paid in advance via estimate to actual settled at conclusion of project.
- H-4** Turning water on after being turned off at the curb stop: twenty-five dollars (\$25.).
- H-5** Replacement of residential meters after pipe burst: eighty-five dollars (\$85.) or value of meter. Replacement of frost plate for residential meters: forty dollars (\$40.) or value of frost plate, plus value of water lost as estimated by the district superintendent.
- H-6** Reapplication for water after water has been shut off at the corporate cock: not less than one hundred dollars (\$100.).
- H-7** Quarterly commercial minimum meter charge: all districts

METER SIZE	MINIMUM GALLONS
1"	23,000
1 ½"	38,000
2"	75,000
3"-7"	100,000
8" and above	200,000

- H-8** Bulk water sales for distribution, use or consumption outside the water district: ten dollars (\$10) per thousand (1,000) gallons.
- H-9** Sprinkler Systems: One Hundred Sixty Dollars (\$160.00) per year or Forty Dollars (\$40.00) per quarter.

H-10 Outside district: district rate plus ten percent (10%).

I. Sewer rates

Ulster Sewer Improvement Area: Five thousand (5,000) gallons or any portion thereof in each quarter: ten dollars (\$10.). For over five thousand (5,000) gallons, one dollar and eighty cents (\$1.80) per one thousand (1,000) gallons or any portion thereof.

Washington Ave Sewer District: Five thousand (5,000) gallons or any portion thereof in each quarter: forty-seven dollars and forty cents (\$47.40). For over five thousand (5,000) gallons, nine dollars and forty-eight cents (\$9.48) per one thousand (1,000) gallons or any portion thereof. Each property that is not serviced by municipal water shall be charged one hundred and fifty (\$150.00) in each quarter or for the actual use as above if the private well that services the property has a meter accessible to the Sewer District.

J. Sewer permit fee, Ulster Sewer District, Washington Ave. District and Whittier:

- (1) Residential: seventy-five dollars (\$75.).
- (2) Commercial: two hundred fifty dollars (\$250.).
- (3) Industrial: one thousand dollars (\$1,000.).
- (4) Wastewater discharge permit: three thousand five hundred dollars (\$3,500.).

K. Transfer Station Fees

PERMITS: *TOWN OF ULSTER RESIDENTS ONLY*

- Per year \$40.00
- Second permit \$30.00
- Half year \$30.00 (pro-rated on a half-year basis after July 1)
- Single day \$15.00

For Town of Ulster Residents over the age of 62 only, the following fees apply

- Per year \$30.00
- Half year \$20.00 (pro-rated on a half-year basis after July 1)
- Second permit \$20.00

COUPONS:

- Book of Twenty \$70.00
- One coupon \$ 3.50

PERMITS: *NON TOWN OF ULSTER RESIDENTS ONLY*

- Per year \$ 80.00
- Second permit \$ 50.00
- Half year \$ 40.00 (pro-rated on a half-year basis after July 1)
- Single day \$ 25.00

COUPONS:

- Book of Twenty \$100.00
- One coupon \$ 5.00

Permits, coupon books and single coupons may be purchased with cash, check or money order at the Town Clerk's Office. Permits and coupon books may be purchased at the Transfer Station by check or money order only.

CHARGEABLE ITEMS:

REFRIGERATORS, AIR CONDITIONERS AND DEHUMIDIFIERS ARE NOT ACCEPTED.

- Appliances 5 coupons or \$ 17.50
- Bedding
 - Twin and full mattress 3 coupons or \$ 10.50
 - Box spring 3 coupons or \$ 10.50
 - Queen or larger 4 coupons or \$ 14.00
 - Box spring 4 coupons or \$ 14.00
- Couch 4 coupons or \$ 14.00
- Dresser/chest 1 coupon or \$ 3.50 per drawer space
- Folding chair 1 coupon or \$ 3.50
- Household trash 1 coupon or \$ 3.50 per 30-35 gallon bag
- Love seat 3 coupons or \$ 10.50
- Living room chair 3 coupons or \$ 10.50
- Non-upholstered chair 2 coupons or \$ 7.00
- Televisions
 - 13" to 19" 1 coupon or \$ 3.50
 - 20" to 27" 2 coupons or \$ 7.00
 - 28" to 36" 3 coupons or \$ 10.50
 - 37" or larger 4 coupons or \$ 14.00
- Tires (car and pickup only) 2 coupons or \$ 7.00

BRUSH AND CLEAN LUMBER: (No commercial landscapers are permitted to dump)

- Must be 6" or less in diameter and 6' or less in length
- Pickup truck load 2 coupons or \$ 7.00
- 1-ton truck or larger 4 coupons or \$ 14.00

PROPANE GAS TANK:

- 20 pound 1 coupon or \$ 3.50

Non Town of Ulster Permit Holders are required to pay the number of coupons times \$5.00 per coupon for all items above.

COMPOST (Remove if not in biodegradable paper bags)

- Grass clippings and leaves, etc. No charge

THE FOLLOWING ITEMS ARE NOT ACCEPTED:

- Construction materials/debris
- Demolition materials/debris
- Hazardous waste

THE FOLLOWING ITEMS ARE ACCEPTED AT NO CHARGE (Permit required)

- Recyclable glass (only clear, green or brown)
- Bottles
- Jars
- Recyclable plastic
- Cans
- Lids
- Cardboard (MUST BE FLATTENED)
- Brown
- Gray
- Brown bags
- Magazines and junk mail
- Various types of colored printed materials
- Phone books
- Newspapers
- Scrap metal (MUST BE SEPARATED – STEEL/ALUMINUM/COPPER)
Metal items only (less than 2 cu.ft.)